

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, DECEMBER 7, 2020

TIME: 6:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2020-12-7-recreation-commission-meeting>. Public comments by phone and chat (online only) will be available during the teleconference.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128. Enter the Meeting ID# 871 7882 6206 followed by the pound (#) key. More phone numbers can be found on Zoom's website by visiting Zoom Support and searching for local dial in numbers if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/87178826206> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 871 7882 6206.

The Crockett Recreation Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes of November 2, 2020.
5. RECREATION:

6. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Annual report on use of Recreation Taxes.
7. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Approve meeting schedule for 2021.
 - c. Election of Officers for 2021.
8. REPORT OF DEPARTMENT MANAGER: (This item is typically for exchange of information only. No action will be taken at this time.)
9. REPORTS FROM COMMISSIONERS: (This item is typically for exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS:
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT to January 4, 2021

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, NOVEMBER 2, 2020

1. CALL TO ORDER: The meeting was called to order at 6:20 PM by Chairperson Cusack. Present were Commissioners Airoidi and Scheer, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Choquette and Valentini were absent. Also present was Director Kirker.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (as/ja):
 - a. Approve Minutes of September 14, 2020.
5. RECREATION: No report.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further report.
- 6.b. APPROVE PLAQUE FOR DAVID BOTTA: Mr. Wilson reported the bench has been ordered and will arrive within the next three weeks. A motion to approve the plaque for David Botta's bench carried by consensus.
7. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in October. He said the Board is reorganizing the district and establishing new positions.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he completed the Local Agency Formation Commission Municipal Service Review and Sphere of Influence for the District's Recreation facility. He spoke with Federal Emergency Management Agency's (FEMA's) consultant for the California Office of Emergency Services concerning our claim for reimbursement for COVID expenses. They informed him that they will not pay for loss of income and the minimum amount of expenses covered is \$3K. Mr. Wilson said we have to start recycling our food waste at the Community Center so when we have events the renters will have to separate food waste from other garbage. Contra Costa County moved into the orange tier which is a relaxation on some of the restrictions and for us it means we can have 50% capacity or 200 people, however no receptions are allowed. Ceremonies can take place, but food is not allowed because they do not want that many people in an enclosed area not wearing masks. The Community Center was opened up for the November 3, 2020 General Election.
9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEMS:

- Annual report on use of Recreation Taxes (Dec.).
- Election of Officers for 2021 (Dec.).
- Approve meeting schedule for 2021 (Dec.).

11. COMMISSIONER COMMENTS: Commissioner Airoidi said the plaque for David Botta looks great.

12. ADJOURNMENT: The meeting was adjourned in memory of Jim Choquette at 6:41 PM until December 7, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
November 20, 2020

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

MONTHLY SUMMARY WORKSHEET

e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

PREPARED FOR BOARD. M 11-18-20 LATEST FUND REPORT: 11-12-20

```

-----
OPERATING FUND 3241      :
-----
CASH CARRIED FORWARD:  $91,773.15 : INVESTED BALANCE:      $256,666.43
                        : Invest Interest       $792.41
ACTIVITY:                :
                        : NET INVESTED:         $257,458.84
CHECKS AND PAYMENTS   :
Warrants 8940-8967 ($22,116.05) : $50,222.82 c/d deposits
Wells Fargo CC Fees ($45.01) : $207,236.02 avail. funds
Payroll recovery $0.00 : -----
Invest Fees ($43.00) : FUND BALANCE:         $467,183.07
Levy Code Fee ($250.00) : -----
Levy Coll Fee ($941.64) : -----
Assr Use Code Fee ($111.42) : *** Below held in cash account **
DEPOSITS AND CREDITS : C/D BEGINNING BALANCE $49,522.82
Comm Center Booking $5,168.20 : c/d deposit receipt $0.00
Property Insurance $0.00 : c/d deposit refunds $700.00
Rent From CVSsan : Trnsfr recovery $0.00
Donation : NET C/D ENDING BALANC $50,222.82
Tennis keys : -----
Transfer from Invest : CAP / RESTRICTED BAL:  $4,439.60
                        : Donations $ -
                        : No activity $ -
                        : NET CAPITAL REPL. BAL $4,439.60
                        : -----
                        : POLICE LIAISON BALANC $8,220.79
Parking fines $0.00 : Parking revenue $0.00
Payroll recov CV-PC $0.00 : Payroll/Expenses $0.00
                        : NET PLC ENDING BALANC $8,220.79
                        : -----
                        : XMAS LIGHT BEG BALANC $496.57
                        : No activity $0.00
                        : XMAS LIGHT END BALANC $496.57
                        : CERT ACTIVITY: None $0.00
CASH BALANCE: $73,434.23 : CERT Ending Balance $0.00
-----
ADV ON TAXES : $0.00 : PETTY CASH BALANCE: $60.00
  Rec Tax $136,290.00 : TAXES held in 3240: $ 63,060.27
                        : CO.charges in 3240: $ -
NET ADV ON TAXES: $136,290.00 :
-----
                        : ACCRUED CREDIT: $ 8,000.00
                        : PY due from MAINT Dept.
\\rec\bud&fin\wrksht.xls
c:\mydocs\rec\bud&fin\wrksht.xls
  
```

Commissioners: Jeff Airoldi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

ANNUAL REPORT ON THE USE OF RECREATION TAXES

DECEMBER 2020

The Crockett Community Services District collects special taxes from residential properties in Crockett and Port Costa for the purpose of funding public recreation facilities and services. Government Code Section 50075 reads:

“It is the intent of the Legislature to provide all cities, counties, and districts with the authority to impose special taxes, pursuant to the provisions of Article XIII A of the California Constitution.”

In the interest of accountability to the voters, an annual report on the use of special taxes is required. Government Code Section 50075.3 reads:

“The chief fiscal officer of the levying local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

- (a) The amount of funds collected and expended.
- (b) The status of any project required or authorized to be funded (by the special tax measure approved by the voters).

FOR CALENDAR YEAR 2019

The amount of special taxes for recreation that was placed on the tax roll to be collected by the Crockett Community Services District during FY 2019-20 was \$136,290. The entire amount was deposited into the general recreation fund 3241 spent during 2020. The funds are authorized for improvement, maintenance and operation of park and recreation facilities and services within the area served by the District.

Usually the park, tennis courts and bocce ball courts located at 850 Pomona Street, Crockett, are open year-round. However, due to the COVID-19 pandemic and restrictions imposed by Contra Costa County Health Department, the park, tennis courts and bocce ball courts were closed for periods of time. The tennis courts were allowed to reopen, however the park was reopened in stages allowing picnic tables restricted to members of the same household. Eventually, the playground was reopened with a 30-minute time limit and everyone ages 2 and up were required to wear a mask. The bocce ball courts remain closed. The John Swett High School Swim Team had to cease using the pool and we had to refund March and April rent. The pool remained closed until June 22 when the County allowed the pool to open with a maximum attendance of 46. The pool operated until Labor Day with a limited aquatic schedule. The Community Center ceased operations with very strict requirements for the size of gatherings, and even with a relaxation in the size of a gathering food was not permitted. Therefore, wedding, funeral and other social events are still prohibited.

The total direct cost of operating and maintaining the park facilities between January 1 and December 1 was \$38,161. The total direct cost of operating and maintaining the pool facilities was \$126,140 between February 1 and September 30. The total direct cost of operating and maintaining the Crockett Community Center between January 1 and December 1 was \$184,761. It is therefore apparent that the \$136,290 collected in special taxes during FY 2019-20 was totally expended on the pool, park, and Community Center facilities during the spring/summer of 2020. This is expected to be the normal pattern of collection and expenditure of special taxes in the future.

MEETING SCHEDULES/HOLIDAYS FOR 2021

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
PLC/Recreation	4	1	1	5	3	7	12	2	13	4	1	6
Port Costa	6	10	10	7	12	9	7	11	8	13	3**	1**
Crockett Sanitary	13	17	17	14	19	16	14	18	15	20	10**	8**
District Board	20	24	24	21	26	23	21	25	22	27	17**	15**
Memorial Hall												
<i>Holidays</i>												
New Year's	1											
Presidents' Day		15										
Memorial Day					31							
Independence Day							5*					
Labor Day									6			
Veterans Day											11	
Thanksgiving Day											25, 26	
Christmas Day												24*

* Observed
 ** One Week Early
 *** Tuesday